

**REQUEST FOR BIDS**  
**2014-02**  
**TIME CLOCKS**

**Questions and Answers**  
**February 4, 2014**

Q. 1. You specify Jantek and the brand of time clock. Are you open to other brands with the equal or greater features?

**A. 1. No**

Q. 2. How many employees do you intend to track in the system?

**A. 2. One thousand three hundred (1300) +/-**

Q. 3. Please define "installation." We typically assume I stall action to mean that the vendor configures the device but the customer is responsible for providing power and Ethernet and will hang the device on the wall.

**A. 3. Please go to Page 4 of 36 on the Time Clock RFB**

Q. 4. Do you prefer the software delivery method to be SaaS or licensed?

**A. 4. Licensed**

Q. 5. Please confirm the total number of employees to be tracked on the system?

**A. 5. One thousand three hundred (1300) +/-**

Q. 6. How many total supervisors/administrators/managers need access to the system to make approvals, or edits, adding a missing punch etc.?

**A. 6. Two Hundred (200) +/-**

Q. 7. Is it desired for the system to be installed locally at each store? Or will it be installed on a central server.. and each store will access the system through the web?

**A. 7. Time clocks will be installed individually at each store location via a centralized server**

Q. 8. If installed locally at each store... should we quote on a Server, or will each store provide the server?

**A. 8. Centralized Server Install**

Q. 9. How many JFP 520 Biometric terminals should we quote on? Volume discounts may apply with certain quantities.

**A. 9. Please go to Exhibit D on the Time Clock RFB**

Q. 10. Will the Vendor be responsible for installing each terminal?

**A. 10. Please go to Page 4 of 36 on the Time Clock RFB**

Q. 11a. Do employees need the ability to see the status of their sick, vacation, and personal days at a PC?

**A. 11a. Yes, as this is presently available to employees via Lawson Financial**

Q. 11b. Is this functionality also desired at a smart phone?

**A. 11b. Not at this time**

Q. 12. How many employees will need to Punch in/out at a PC?

**A. 12. One thousand three hundred (1300) +/- need to punch in on a time clock.**

Q. 13. Please confirm the only system the Time & Attendance system will need to interface with is Lawson Financial?

**A.13. Yes**